

**Phoenix Program
Process Definition – Purchasing Module**

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|----------------|-------------------------------------|
| Process | <i>Cancel PO and Reissue</i> |
| Process Number | <i>PO - 032</i> |

Description of Process

This process is used to cancel a dispatched PO and reissue to another vendor.

Input to Process

Purchase Order

Output of Process

New Purchase Order and canceled original PO.

Service Level Agreement Required? (if yes, provide a brief description)

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PeopleSoft Panel Groups being Used

| Function | Panel Group |
|---------------------------|--------------------------------|
| Copy new PO from original | Purchase Order |
| Cancel Original PO | PO Workbench |
| PO Edit | Purchase Order |
| Approve PO | Amount and Chartfield Approval |
| Dispatch & Print new PO | Dispatch Purchase Orders |
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Business Process Description

| Process Description | Responsibility (Agency/Centralized) |
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| Step 1: Buyer determines that vendor originally issued Purchase Order cannot deliver requested item or service and determines order should be re-issued to another vendor. | Buyer |
| Step 2: Go-Administer Procurement-Manage Purchase Orders-Use-Purchase Order-Header-Add --- Verify that "Copy Template" specifies PO. Click on "Copy from Template" button. Select PO being canceled and click OK. | " |
| Step 3: In the "Reference" field on the PO Header panel, key the original PO number. | " |
| Step 4: Go to the "Lines" panel and change the vendor and re-select the buyer. | " |
| Step 5: Return to the Header panel, and select the correct Purchase type and origin. Change the Accounting Date to the current date. Click the "Vendor" button and select the appropriate location and payment terms. Click on the matching button and select the appropriate match rules. Click the "Approve" button. This will change the status to either "Pending Approval" or "Approved" depending on your agency's requirements for external approvals. SAVE the Panel. Note the new PO number. Click on the "Checkbox" icon to run the PO Edit process. Do not run the PO Budget Checking process until the PO is in an approved status. It is also possible that funds will not be available until the original PO has been canceled and its associated encumbrance has been reversed. | " |
| Step 6: Use-Purchase Orders-Comments-Update/Display – Key the original PO number and click OK to display the "Comments" panel. | " |
| Step 7: Click the "Dog" icon to display any existing comments. Place the cursor in the comment field and click the "Insert Row" icon. Leave the comment type as "Header", the "Send to Vendor" flag on, and key a comment as follows: "PO has been canceled in its entirety. Vendor cannot supply requested item/service. Order will be re-issued to another vendor under PO # (key PO number created in Step 5 above). Save the Panel. | " |
| Step 8: Use-PO Workbench – Click on the "Select" button, key the Purchase Order number and click OK. | " |
| Step 9: Click the checkbox beside the PO, then click the Cancel button. Save the panel. | " |
| Step 10: Process-Dispatch Purchase Orders-Update/Display – Key PO number just canceled and run process to dispatch and print the PO cancellation. | " |

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| Step 11: Forward to clerical support to make copies as necessary and mail the PO cancellation to the vendor. | “ |
| Once the new PO has been approved, it can be budget checked and approved. If the funds from the cancellation done in steps 6-11 are needed for the new PO, wait until the day after the original PO was canceled before running PO Budget Check. | |
| Step 12: Use-Purchase Order-Header-Update/Display – Key the new PO number and click OK to display the Header panel of the new PO. | “ |
| Step 12: If the PO status is “Approved”, click on the “Magnifying Glass” icon to run PO Budget Check. | “ |
| Step 13: Process-Dispatch Purchase Orders-Update/Display -- If Budget Checking is successful, dispatch and print the new PO. | “ |
| Step 14: Forward to clerical support to make copies as necessary and mail the new PO to the vendor. | “ |
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Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested